

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DOH06322973
POSITION NO: 240910
POSITION TITLE: . Program Supervisor I

DATE POSTED: 03/04/22
CLOSING DATE: 03/17/2022 by 5pm

DEPARTMENT NAME / WORKSITE:		Navajo Special Diabetes Program/Dilkon, Arizona	
WORK DAYS:	<u>Monday - Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	<u>8:00 - 5:00 p.m.</u>	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>

GRADE/STEP:	<u>BQ64A</u>
\$ <u>45,226.08</u>	PER ANNUM
\$ <u>21.66</u>	PER HOUR

DUTIES AND RESPONSIBILITIES:

(Professional At-Will) Manages and administers the daily activities of employees of the assigned service area. Assigns, directs and supervises the service unit employees in carrying out the goals and objectives of the program. Plans, develops, implements and monitors policies, procedures, protocols, standards and guidelines in carrying out the goals and objectives of the program. Collaborates and assists with the Central Office in analyzing the program budget in compliance with Navajo Nation and funding source conditions, policies and law. Plans, develops, implements, monitors, performance standards of employees; identifies and coordinates the career and professional development of employees in their respective service unit. Implementation of goals and objectives may involve Performs other duties as assigned directly related to conducting the official business of the Navajo Nation. Review, consult and approve and/or disapprove documents in the service unit. Conducts, participates in and contributes to group and one-on-one meetings, on a periodic and consistent basis, enhance communication and dissemination of relevant program information.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Business Administration or closely related field; and one (1) year of program related experience;

-OR-

- A Bachelor's degree in Business Administration or closely related field; or an equivalent combination of education and experience

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license. Within 90 days of employment, incumbent will obtain CPR/First Aid Certification, FEMA Certification, and Food Handler's Permit, and Navajo Nation Operator's permit.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of modern principles and practices of program operations and planning, supervision and personnel management procedures and practices; knowledge of Navajo Nation, federal and state laws, regulations and guidelines governing aspects of tribal operations relative to program responsibilities; knowledge of budget and reporting systems, financial controls, program analysis and performance measures; Knowledge of program operational activities, mission and client service requirements. Skill in developing and analyzing program operating systems, procedures and controls, budgets and forecasts; Skill in operating and developing documents and reports, short and long-term plans and performance measures; Skill in managing staff, and in maintaining an open communication and effective working relationships, providing advice and direction to staff; S Skill in collection, analysis and evaluations of information to arrive at sound conclusions and recommendations.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.